

## CALIFORNIA COASTAL COMMISSION

45 FREMONT, SUITE 2000  
SAN FRANCISCO, CA 94105-2219  
VOICE (415) 904-5200  
FAX (415) 904-5400  
TDD (415) 597-5885

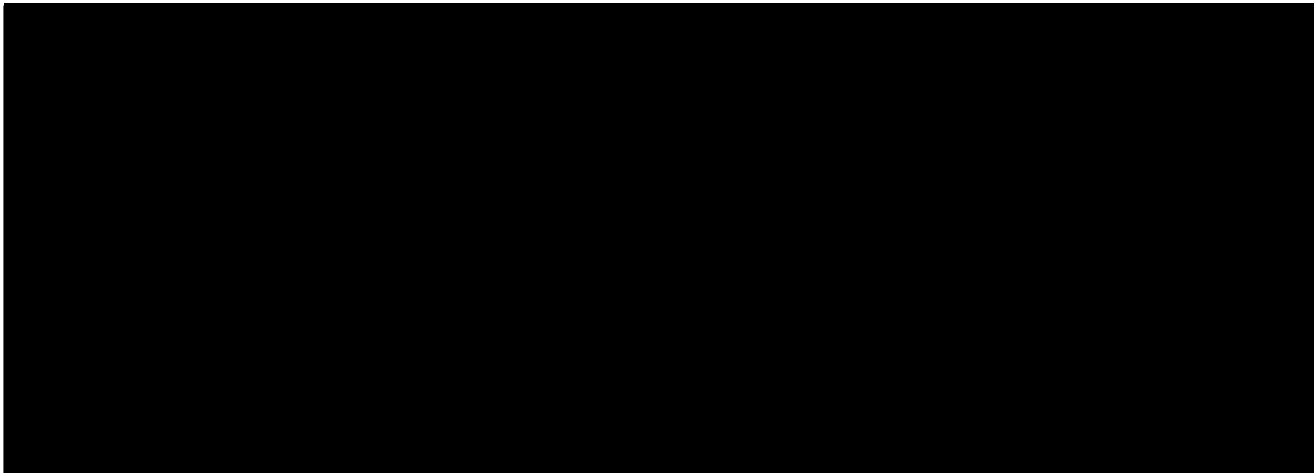


# CALIFORNIA COASTAL COMMISSION LCP PLANNING GRANT APPLICATION FORM NOVEMBER 22, 2013

---

### APPLICANT INFORMATION

Applicant name (organization): City of Pacific Grove



### PROJECT INFORMATION

Project title: City of Pacific Grove Local Coastal Program Update

LCP/LCP Segment: City of Pacific Grove

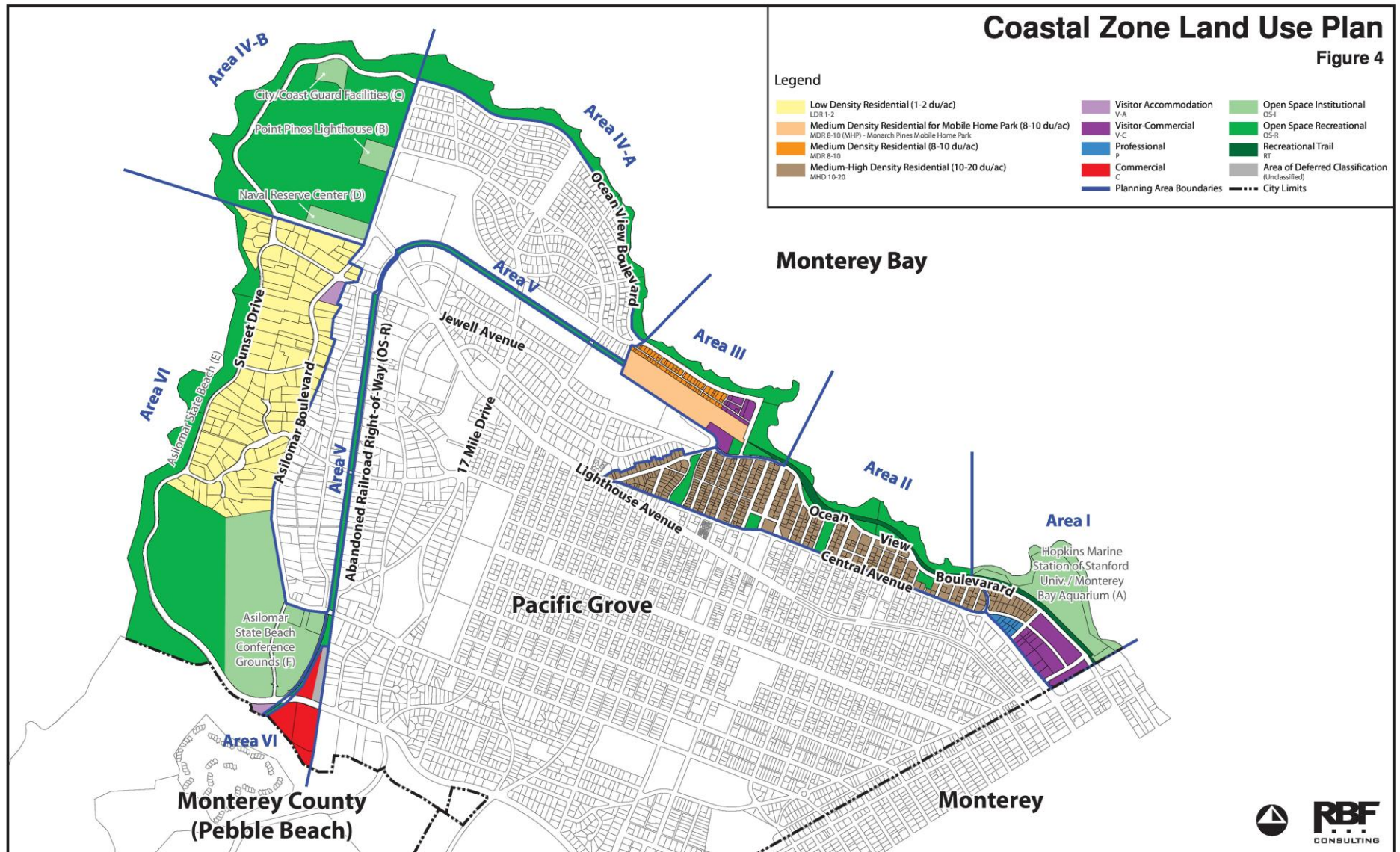
Project location: City/Geographic area: City of Pacific Grove Coastal Zone

County: Monterey County

Project timeline: Start date: April 30, 2014

End date: April 30, 2016

**Figure 1. City of Pacific Grove Coastal Zone Land Use Plan**



Source: City of Pacific Grove 2013

## APPLICATION MATERIALS

### 1. A PROJECT DESCRIPTION:

#### a. Goals and objectives

The goal of the City of Pacific Grove Local Coastal Program update (project) is an efficient and consistent City-administered coastal zone development review process that promotes sustainable development, coastal access, and conservation of coastal resources consistent with the California Coastal Commission's priorities and the City's General Plan. The project's primary objective is to provide a certified Local Coastal Program Implementation Plan (IP), which will result in an effectively certified Local Coastal Program. Additional objectives that support this effort include an updated technical understanding of the City's coastal zone resources (biologic, built, coastal access, etc.) with an emphasis on vulnerability to climate change and sea level rise; an updated certified Coastal Zone Land Use Plan (CZLUP); and improved coordination with local, regional, and state coastal stakeholders. Section b (Project Details) describes how the City will accomplish these objectives; Section 2 (A Work Program and Schedule), below, presents the expected tasks and schedules associated with each objective.

#### b. Project details

The following is a detailed description of the work program by task. For a summary of deliverables and due dates by task, see Section 2 (A Work Program and Schedule), below.

*Task 1. Coastal Commission Engagement.* The City believes that early and regular interaction with the Commission is critical to project success. The City will participate in an initial meeting with its regional Commission contact (Mike Watson) to discuss the CZLUP update and the drafting of the IP. Initial meeting topics will include the scope and direction of the LCP update, boundary confirmation, primary coastal resources, specific planning issues, document format, and other issues that are important at the early stages of the project. The City intends to obtain Commission staff's early review and acceptance on the scope and to have a thorough understanding of Commission priorities to ensure that the LCP document, as reviewed and forwarded to the Coastal Commission by the City Council, will not require extensive revision and/or recirculation. This initial meeting should also review the prior CZLUP (1991) document and comments provided by the Commission on previous attempts to adopt and certify an IP. Pending Commission staff availability, the City would also like to have a status check-in every other month with the Commission to monitor progress and ensure project success.

*Task 1 Deliverables: 1 kickoff meeting, 12 City staff check-ins with Commission staff*

*Task 2. Technical Research and Background Report.* The technical research and background report will start with the existing Coastal Zone Land Use Plan and identify background information that needs updating, including natural hazards, environmentally sensitive habitats, archaeological resources, scenic resources, priority uses, water supply, circulation, and public shoreline access. The City will use Part I of the Commission's *Local Coastal Program (LCP) Update Guide* (2013) to identify new background information topics. The City will also perform a policy audit to ensure consistency with planning documents adopted after the CZLUP, including local plans such as the *City of Pacific Grove General Plan* (1994), the *Pacific Grove Coastal Parks Plan* (1998), the *City of Pacific Grove Historic Context Statement* (2011) and regional plans such as the *Monterey Bay Scenic Trail Master Plan* (2007) and the *Monterey*

*County Bicycle and Pedestrian Master Plan* (2010). As information is collected, it will be integrated into updated Coastal Zone maps using GIS.

Throughout this process, the City will also assess climate change vulnerability. A vulnerability assessment, following the California Adaptation Planning Guide's method (Cal EMA 2012), will be conducted as part of background conditions research. It will include a screening of exposures (anticipated climate change effects, such as sea level rise, coastal hazards, changes in temperature, increases in fire hazards, changes in precipitation, etc.) and sensitivities (structures, functions, and populations that could be affected such as shoreline protection infrastructure, existing shoreline, bluff-top development, critical habitat, monarch butterflies, low-income populations, government operations, etc.). The City will identify impacts and generate a list of key vulnerabilities that focus on Commission priorities such as coastal access, tourist-serving amenities, shoreline erosion, and biological communities. For sea level rise, the City will use the Commission's draft *Sea-Level Rise Policy Guidance* (California Coastal Commission 2013) to identify sea-level exposure and impacts. In particular, the City will use Appendix B of the report to develop projections of local hazard conditions. To ensure a streamlined and cost effective approach, the City will use Appendix B's basic recommendations and will look to publically available data and existing resources to complete the analysis. As the City understands the draft *Sea-Level Rise Policy Guidance*, this approach is sufficient and the City has not included sea level rise modeling in the project.

*Task 2 Deliverables: Background Report; Climate Change Vulnerability Assessment*

*Task 3. Focused Coastal Zone Land Use Plan Update.* The City will use background information collected in Task 2 (Technical Research and Background), outreach information gathered through Task 6 (Community Engagement), Part I of the *Local Coastal Program Update Guide* (California Coastal Commission 2013), and Step 4, Section IV of the Commission's draft *Sea-Level Rise Policy Guidance* to prepare a focused Coastal Zone Land Use Plan update. The City will summarize the update of existing environmental conditions, land use and development activity, housing, parking, coastal access opportunities, and potential redevelopment or development opportunity sites. The City will also review and incorporate any active development proposals and evaluate their current status and relevancy to the LUP update. In addition to updating the body of the existing CZLUP, the City will update the CZLUP's appendices as needed for LCP internal consistency.

The LUP update document will reflect specific changes to City goals, focusing on maintaining and enhancing coastal access, bicycle access, alternative modes of transportation, storm water system evaluation, responding to climate change and sea level rise, and providing adequate levels of public services. The City will incorporate current planning practices and standards, particularly for potential development in the Asilomar Dunes area. As part of this update, the City will critically review and update existing LCP policies based on previous Commission staff comments. The City's goal is to incorporate best practice policy language acceptable to the Commission that will allow the City to move forward with the IP. This may include very specific policy language as applied to certain parcels or subareas.

*Task 3 Deliverables: Draft Coastal Zone Land Use Plan; Final Coastal Zone Land Use Plan; Coastal Commission LCP Application Package*

*Task 4. LCP Implementation Plan.* The City's Local Coastal Program Implementation Plan (IP) will serve as a Coastal Zoning Ordinance, providing specific development regulations (and exemptions) for certain coastal zone activities such as new or infill development, shoreline restoration, and storm water management projects. The City will use the recently reorganized sections of the Zoning Code as a formatting guide to ensure consistency, readability, and streamlined permit review procedures. The City will also use work completed in previous IP efforts as a first step in identifying implementation language for the existing CZLUP. Updates to the CZLUP and considerations identified in the background research will be incorporated into the IP using Commission guidance, best practices, and community input. The IP will include clear and consistent regulations that will help carry the LCP through the certification process. In addition to implementing the updated CZLUP, the IP will focus on the following:

- A Coastal Development Permit Ordinance that would identify the procedures for processing City coastal development permits at the local level following LCP certification.
- A Storm Water Ordinance that would identify priority coastal zone infrastructure to support storm water system updates, development standards, construction standards, and post-construction requirements which would protect coastal access and beach quality, reduce erosion, and prevent degradation of adjacent protected marine areas. The ordinance would also provide implementation mechanisms for local storm water quality regulations that the City is currently drafting to ensure consistency with state regulations.

To ensure readability, the City will clearly identify the Coastal Zone standards within the City's Municipal Code.

*Task 4 Deliverables: Draft Coastal Zone Implementation Plan; Final Coastal Zone Implementation Plan; Coastal Commission LCP Application Package;*

*Task 5. CEQA.* CEQA applies to the certification of local coastal programs (Guidelines Section 15265(b)). The City assumes that the preparation of an Initial Study/Negative Declaration (IS/ND) for the CZLUP update will provide sufficient environmental analysis for this project. This assumption is based on consultant guidance that the LCP's coastal policies usually provide stronger environmental protection than the existing condition. The City will address all sections of the current CEQA Checklist. Additional emphasis will be given to areas more directly related to resources covered by the Coastal Act including aesthetics, biological resources, water quality, hazards (including vulnerability to sea level rise), transportation (visitor-serving access and parking), public services, and greenhouse gas emissions.

*Task 5 Deliverables: Draft IS/ND; response to comments; Final IS/ND*

*Task 6. Community Engagement.* Outreach will proceed concurrently with and in support of Tasks 1 through 5. The project will utilize three primary outreach strategies. First, the City will conduct a series of one-on-one stakeholder interviews to gather information early in the process. Stakeholder interviews will be conducted in person or via telephone, depending on the stakeholder's preference. Stakeholder interviews will be summarized and aggregated anonymously. In addition to local stakeholders, representatives from adjacent jurisdictions will also be invited to participate. Second, the City will provide up to three workshops at key points in the planning process. The workshops will be open house workshops and will educate the

public about the Coastal Act, Commission requirements and priorities, background conditions, and climate change as well as gather feedback about important land use and IP strategies and decisions. Third, the City will conduct up to two study sessions each with the Planning Commission and City Council (total of up to four sessions). The City will produce a summary of the results of each session and provide the results to the public via the Internet. The comments will be incorporated into the draft CZLUP and IP to ensure adoption of draft documents without major revision.

*Task 6 Deliverables: Stakeholder interviews and interview summary; up to three community workshops with workshops summary; up to four Planning Commission and City Council study sessions (two each)*

*Task 7. Adoption and Certification Hearings.* The City will conduct a total of four public hearings before the Planning Commission and City Council during the local LCP update approval process. The City will also attend two hearings before the Coastal Commission in support of the CZLUP update and the IP. The City understands that the Commission prefers to certify the CZLUP update prior to the IP. The schedule for this project reflects this preference and the CZLUP and the IP will go through separate local adoption and Commission certification processes. For more detail on the adoption and certification process, see Section 2 (A Work Program and Schedule), below.

*Task 7 Deliverables: Materials to support the City during the hearing processes; certified LCP*

#### **i. Public Benefit/Significance**

There are a number of significant resources in the city, including, but not limited to, the following:

- Significant coastal access destinations include the Asilomar State Beach, the Point Pinos Lighthouse Reservation, coastal trails, the Asilomar Dunes Natural Preserve, and numerous historic structures. The LCP will maintain or strengthen policies that encourage continued public use of these lands and protection of their unique resources.
- The city has numerous coastal access points through parks along Sunset Drive and Ocean View Boulevard, as well as visitor-serving uses such as hotels, restaurants, the American Tin Cannery, and a portion of the Monterey Bay Aquarium. The updated CZLUP will provide policies to protect and enhance these access points and resources.
- The City's Coastal Zone is surrounded by protected waters, including the Asilomar State Marine Reserve, the Pacific Grove Marine Gardens State Conservation Area, and the Lovers' Point State Marine Reserve. Although the protected waters are not within the City's jurisdictional control, they are directly affected by development and activities that occur in the City's Coastal Zone. Proper storm water management, as implemented through the IP, will ensure the protected waters adjacent to the city continue to thrive.
- The city contains habitat for the migrating monarch butterfly. Although the species' main habitat is not located within the Coastal Zone, development and activities in the Coastal Zone could impact the butterfly. Focused updates to the CZLUP and IP construction and development standards will protect and enhance any supportive butterfly habitat in the Coastal Zone and will discourage activities that are detrimental to the species' success.

An updated LUP and certified IP will allow the City to revise procedures and expedite coastal-dependent projects, development, and supporting infrastructure in a way that is consistent with and supportive of Commission, visitor, resident, and business priorities (for information on community engagement, see Task 6 of the work plan, above). The updated priorities and procedures, along with a certified implementation plan, will allow the City to provide or maintain the following benefits:

- Build adaptive capacity to climate change impacts (see Section iii, below), which have the potential to affect all of the coastal benefits provided by the City.
- Preserve and enhance coastal habitat, including waters of the Monterey Bay.
- Protect, provide, and enhance public access.
- Protect coastal-dependent development and recreational land uses.
- Encourage Smart Growth and sustainable development initiatives with an emphasis on strategies that simultaneously encourage coastal access and reduce greenhouse gas (GHG) emissions.
- Protect and provide lower-cost visitor and recreational opportunities.

## **ii. Relative Need for LCP Update/Extent of Update**

The City's Coastal Zone Land Use Plan was certified in 1991 (See **Figure 1** for the current Coastal Zone Land Use Map). The City has never had a certified Implementation Plan. The City currently processes applications, such as architectural permit applications, use permits, and variances, that are proposed by property owners. The City reviews applications internally for consistency with the CZLUP and City Zoning Code and contacts Commission staff if it has any CZLUP questions. Once review is complete, the City sends the application to the appropriate review authority (e.g., Architectural Review Board, Planning Commission) for action. After local approval, the applicant files for a Coastal Development Permit (CDP) with the Commission. At times, the Commission applies special conditions beyond what was approved at the local level, which make project conditions hard to consistently predict by applicants and to implement by the City. This process is also very costly and time consuming for applicants. The process places extra time burdens on Commission staff and on City staff as well. The Commission processes between 8 and 12 CDPs for Pacific Grove per year. A fully certified LCP would significantly reduce the time required by all parties to process permits and would allow implementation of coastal goals as identified by the Commission and the City.

This project would provide focused updates to the CZLUP, as identified in Task 3, above, and would adopt and certify an IP in its entirety. The CZLUP would require minor reformatting; the IP could follow formatting and organizational protocol established in the City's recent Zoning Code organization work. Adoption and certification of the IP would give the City a fully certified Local Coastal Program, which would fill an important geographic gap in the chain of LCPs along the Central Coast.

### **iii. Addressing the Effects of Climate Change**

Rather than viewing climate change as an additional topic, this project will treat climate change as a primary consideration that could affect all aspects of the coastal zone, including coastal access, historic structures, infrastructure operation, and quality of life. The climate change and sea level rise vulnerability assessment conducted in Task 2 will allow climate change effects to be integrated throughout the CZLUP and the IP. Through the identification of structures, functions, and populations most vulnerable to climate change exposures including sea level rise and flooding, the City will be able to prioritize policy responses that increase the adaptive capacity of its most important coastal assets.

In addition to increasing the City's Coastal Zone climate change adaptive capacity, the City can also do its part to reduce greenhouse gas emissions. The policies in the LUP and standards in the IP will be screened for greenhouse gas reduction benefits. Strategies that reduce greenhouse gases through smart land use and transportation strategies will be prioritized over neutral strategies; strategies that are likely to increase GHG emissions will be discouraged. The transportation sector, which is usually measured in the number of vehicle miles traveled, is typically a city's largest contributor of GHGs. The City will take special care in updating the circulation component of the CZLUP and parking components of the IP to ensure the prioritization of strategies that simultaneously maximize coastal access and reduce vehicle miles traveled.

### **iv. Likelihood of Success/Effectiveness**

As noted in the Commission's 2012 LCP Status Update, Pacific Grove drafted an IP in the late 1990s. An LCP planning grant was awarded in 1997, and an IP work program was approved by the Commission on June 8, 1998, when the City undertook work on the IP concurrent with citywide General Plan Amendments. The City created an administrative draft that was reviewed by Central Coast District staff, but the project was abandoned by the City because of insufficient level of staffing and local financial support. As indicated by the City Council resolution in support of this grant application (**Attachment B**), the certified full LCP is a major goal of the City. Similarly, the project has wide community support as indicated by the letters in **Attachment C**. Due to budgetary constraints, the City is unable to complete the process on its own. This LCP grant award would provide the financial resources required to update the CZLUP and adopt a certified IP. The City will use the Benchmark Schedule (below) and regular check-ins with the Commission to ensure the project outcomes are achieved on time and in budget.

### **v. Workload and Permit Streamlining**

Although the City has an adopted CZLUP, without an Implementation Plan, any development that is not subject to an exemption waiver must go through the lengthy Commission CDP process. This process burdens the Commission with work the City could be completing. The City estimates a significant decrease in Pacific Grove-related Commission work, both in terms of permit processing and code enforcement, as a result of having an effectively certified Local Coastal Program.



The project has the additional statewide benefit of being a case study for the seven other cities in California that have a certified Coastal Zone Land Use Plan, but do not have a Local Coastal Program Implementation Plan. The City will work with the Commission to create a “lessons learned” training session or white paper that identifies how the Commission’s update guidance was used to conduct focused CZLUP updates in support of adopting a certified Implementation Plan and complete Local Coastal Program.

**vi. Project Integration/Leverage/Matching Funds**

The City will use its existing CZLUP, the draft IP completed in the early 2000s, and the outcomes of the recent Zoning Code reorganization and updates to develop a streamlined update process. The process will integrate recently completed planning documents as well as relevant plans that are currently in process, such as the City’s storm water quality regulations, to achieve state and local goals while also preserving and enhancing coastal zone resources and access.

The City will provide matching and in-kind funds of 30%, or \$43,728 (see Section 3 (A Budget)). The City will provide \$13,728 in General Fund monies and \$30,000 in in-kind support. In-kind support includes staff time and project overhead costs, such as document reproduction, postage, and travel. The City would like to provide more matching funds, but is currently unable to do so due to the limited budget capacity that has also prevented the City from independently updating its CZLUP and adopting a certified IP.

## 2. A WORK PROGRAM AND SCHEDULE

### SCHEDULE

Proposed starting date: April 30, 2014

Estimated completion: April 30, 2016

### WORK PROGRAM

|  |   |
|--|---|
|  | Complete Date: April 30, 2016                         |
| <b>Task 1. Coastal Commission Engagement</b>   |   |
| <i>Objective/Organization: This task seeks to ensure the City and the Commission have consistent project expectations and will facilitate the primary objective of a certified Local Coastal Program.</i>                  |   |
| 1.1 Kickoff meeting  |   |
| 1.2 Bimonthly meeting  |   |
| <i>Outcome/Deliverables: Coastal Commission kickoff meeting; bimonthly check-ins with Commission staff</i>   | Projected date: April 2014; ongoing                   |
| <b>Task 2. Technical Research and Background Report</b>  |   |
| <i>Objectives/Organization: This task supports the objective of having an updated technical understanding of the City's Coastal Zone resources with an emphasis on vulnerability to climate change and sea level rise.</i> |   |
| 2.1 Identify and complete required updates in the existing CZLUP   |   |
| 2.2 Identify and complete new background topics as identified in the Commission's <i>Local Coastal Program Update Guide</i> (2013)   |   |
| 2.3 Conduct policy audit   |   |
| 2.4 Conduct climate change and sea level rise vulnerability analysis   |   |
| 2.5 Prepare maps using GIS   |   |
| 2.6 Release draft background report  |   |
| 2.7 Release final background report  |   |
| <i>Outcome/Deliverables: Climate Change and Sea Level Rise Vulnerability Assessment; Background Report</i>   | Projected date: August 2014; September 2014           |
| <b>Task 3. Focused Coastal Zone Land Use Plan Update</b>   |   |
| <i>Objectives/Organization: This task completes the objective of having an updated CZLUP. The task will integrate work from Task 1, Task 2, and Task 6.</i>  |   |
| 3.1 Summarize opportunities and constraints  |   |
| 3.2 Review and update existing CZLUP policies  |   |
| 3.3 Review and update CZ land use map  |   |
| 3.4 Draft CZLUP update   |   |
| 3.5 Final CZLUP update   |   |
| <i>Outcome/Deliverables: Draft CZLUP; Final CZLUP; Coastal Commission LCP Application Package;</i>   | Projected date: December 2014; March 2015; April 2015 |

|   |   |
|---|---|
| <b>Task 4. CLP Implementation Plan</b>  |   |
| <i>Objectives/Organization: This task completes the objective of having a Coastal Zone Implementation Plan and a fully certified Local Coastal Program. The task will integrate work from Task 1, Task 2, Task 3, and Task 6.</i> |   |
| 4.1 Review previously drafted IP for update opportunities   |   |
| 4.2 Develop Coastal Development Permit Ordinance  |   |
| 4.3 Develop Storm Water Ordinance   |   |
| 4.4 Draft Implementation Plan   |   |
| 4.5 Final Implementation Plan   |   |
| <i>Outcome/Deliverables: Draft IP; Final IP; Coastal Commission LCP Application Package</i>   | Projected date: September 2015; December 2015; January 2016 |
| <b>Task 5. CEQA</b>   |   |
| <i>Objectives/Organization: This task provides the minimum environmental review necessary to adopt and certify the City's CZLUP.</i>  |   |
| 5.1 CEQA noticing   |   |
| 5.2 Administrative Draft IS/ND  |   |
| 5.3 Draft IS/ND   |   |
| 5.4 Final IS/ND   |   |
| <i>Outcome/Deliverables: Draft CZLUP IS/ND, Final CZLUP IS/ND</i>   | Projected date: December 2014; March 2015                   |
| <b>Task 6. Community Engagement</b>   |   |
| <i>Objectives/Organization: This task supports the objective of improved coordination with Coastal Zone stakeholders. This task also supports content development for Task 2, Task 3, and Task 4.</i>                             |   |
| 6.1 Stakeholder interviews  |   |
| 6.2 Community meeting #1  |   |
| 6.3 Community meeting #2  |   |
| 6.4 Community meeting #3  |   |
| 6.5 Planning Commission study session #1 and #2   |   |
| 6.6 City Council study session #1 and #2  |   |
| <i>Outcome/Deliverables: Stakeholder interviews and interview summary; up to three community meetings; up to four Planning Commission and City Council study sessions (two each)</i>  | Projected date: Ongoing                                     |
| <b>Task 7. Adoption and Certification Hearings</b>  |   |
| <i>Objectives/Organization: This task supports the primary objective of a fully certified LCP.</i>  |   |
| 7.1 CZLUP Planning Commission hearing   | Projected date: January 2015                                |
| 7.2 CZLUP City Council hearings   | Projected date: March 2015                                  |
| 7.3 CZLUP Coastal Commission hearing  | Projected date: July 2015                                   |
| 7.4 CZIP Planning Commission hearing  | Projected date: October 2015                                |
| 7.5 CZIP City Council hearings  | Projected date: December 2015                               |
| 7.6 CZIP Coastal Commission hearing   | Projected date: April 2016                                  |

|   |           |
|---|-----------|
| <i>Outcome/Deliverables: Attendance and participation at Planning Commission (2), City Council (2), and Coastal Commission (2) adoption and certification hearings; certified LCP</i> | See above |
|---|-----------|

### **BENCHMARK SCHEDULE**

| ACTIVITY   | COMPLETION DATE              |
|--|------------------------------|
| Coastal Commission Kickoff Meeting                         | April 2014                   |
| Coastal Commission Check-ins (every other month)           | Ongoing, finishes April 2016 |
| Climate Change and Sea Level Rise Vulnerability Assessment | August 2014                  |
| Background Report  | September 2014               |
| Draft CZLUP  | December 2014                |
| Draft IS/ND (CEQA)   | December 2014                |
| Final CZLUP  | March 2015                   |
| Final IS/ND (CEQA)   | March 2015                   |
| Coastal Commission CZLUP Application Package               | April 2015                   |
| Draft Coastal Zone IP                                      | September 2015               |
| Final Coastal Zone IP                                      | December 2015                |
| Coastal Commission IP Application Package                  | January 2016                 |
| Adopted and Certified LCP                                  | April 2016                   |

### **3. A BUDGET.**

#### **APPLICATION BUDGET INFORMATION**

**Funding Request: \$145,760.00**

**Total Project Cost: \$189,488.00**

**PROJECT FUNDING SOURCES**

| Task Number  | Task   | Total Cost       | Allocation of total cost among all funding sources |   |   |
|--------------|--|------------------|--|---|---|
|              |  |                  | LCP Grant Funding                                  | City in-kind funding (defined below) <sup>1</sup> | City's hard match funding (defined below) |
| 1            | <i>Coastal Commission Engagement</i>             | \$14,724         | \$10,280   | \$3,444   | \$1,000                                   |
| 2            | <i>Technical Research and Background Report</i>  | \$38,245         | \$30,240   | \$3,005 <sup>2</sup>                              | \$5,000                                   |
| 3            | <i>Focused Coastal Zone Land Use Plan Update</i> | \$25,368         | \$20,180   | \$3,188 <sup>2</sup>                              | \$2,000                                   |
| 4            | <i>LCP Implementation Plan</i>                   | \$46,188         | \$41,500   | \$2,688   | \$2,000                                   |
| 5            | <i>CEQA (IS/ND)</i>                              | \$15,770         | \$12,400   | \$1,370   | \$2,000                                   |
| 6            | <i>Community Engagement</i>                      | \$30,566         | \$19,440   | \$10,126 <sup>3</sup>                             | \$1,000                                   |
| 7            | <i>Adoption and Certification Hearings</i>       | \$18,627         | \$11,720   | \$6,179   | \$728                                     |
| <b>TOTAL</b> |  | <b>\$189,488</b> | <b>\$145,760</b>                                   | <b>\$30,000</b>                                   | <b>\$13,728</b>                           |

<sup>1</sup>The in-kind funding column includes the 9% indirect cost mark-up. For a description of cost by task without the mark-up, see **Attachment A**.

<sup>2</sup>Includes \$500 in in-kind supplies and materials

<sup>3</sup>Includes \$4,000 in in-kind supplies and materials

**OTHER FUNDING SOURCES (NOT INCLUDING IN-KIND SERVICES)**

| <b>\$ Amount</b> | <b>Source of funds</b> | <b>Status (Committed, Applied, etc.)</b> |
|------------------|------------------------|--|
| \$13,728.00      | General Fund           | Committed                                |

**In-Kind Services: \$30,000.00**

The City estimates that approximately \$25,000 will be spent on staff time (\$22,890 for staff wages and \$2,110 for indirect costs). The remaining in-kind commitment (\$5,000) will be used for workshop materials, postage, shipping, and supplies, as identified in the Grant Application Budget Form, below. It should be noted that a previously drafted IP will be used as a first step in

developing the IP process, but the City is not counting this completed work toward its in-kind services total.

## BUDGET SUMMARY

### Grant Application Budget Form

Organization Name: City of Pacific Grove  
 Project Title: City of Pacific Grove Local Coastal Program Update  
 Requested Amount: \$145,760

|   | Grant Request Budget | Total Project Budget <sup>1</sup> |
|---|----------------------|-----------------------------------|
| <b>Personnel</b>                                |                      |                                   |
| Salaries and Wages                              | \$0                  | \$22,890 <sup>2</sup>             |
| Benefits  | \$0                  | \$0 <sup>3</sup>                  |
| <i>Total Personnel</i>                          | <i>\$0</i>           | <i>\$22,890</i>                   |
| <b>Operating Expenses</b>                       |                      |                                   |
| Postage/Shipping                                | \$0                  | \$500                             |
| Supplies/Materials                              | \$0                  | \$4,500 <sup>4</sup>              |
| Travel  | \$0                  | \$0                               |
| Indirect Costs                                  | \$0                  | \$2,110 <sup>5</sup>              |
| Other:  |                      |                                   |
| <i>External Consultant Contract<sup>6</sup></i> | <i>\$145,760</i>     | <i>\$13,728</i>                   |
| <i>Total Operating Expenses</i>                 | <i>\$145,760</i>     | <i>\$20,838</i>                   |
| <b>Total Budget</b>                             | <b>\$145,760</b>     | <b>\$43,728</b>                   |

1. Per Coastal Commission guidance, this column presents the budget for the portion of the project not funded by the grant request. The total project budget of \$189,488 is the sum of the two columns presented in this table.

2. Rates and hours for City staff are included in this application as **Attachment A**.

3. This budget estimate uses fully burdened rates and therefore does not present benefits separately. City benefits do not exceed 40% of the amount requested for salaries or wages.

4. Material cost estimates are included in this application as **Attachment A**.

5. City labor has a 9% indirect cost rate.

6. Estimates of consultant contract rates and hours are included in this application as **Attachment A**.

**4. A RESOLUTION FROM THE APPLICANT'S GOVERNING BODY.** Please see **Attachment B** for the Pacific Grove City Council resolution containing required authorizations.

## Attachment A: Budget Details

### In-Kind Contribution Assumptions Summary

**Table A1** presents the City's current fully burdened (salary and benefits) rates for staff positions that would likely work on this project.

**Table A1: City Positions and Rates**

| Position            | Rate    |
|---------------------|---------|
| CDD Director        | \$77.52 |
| CDD Program Manager | \$59.20 |
| Associate Planner   | \$40.01 |
| Assistant Planner   | \$33.87 |
| Intern III          | \$17.21 |

**Table A2** presents an estimate of hours by task for the City's in-kind staff time contribution. Note that most of the City's involvement will occur during community engagement and adoption and certification hearings.

**Table A2: In-Kind Staff Time and Cost by Task Estimate**

| Task <sup>1</sup>        | CDD Director |         | CDD Program Manager |          | Associate Planner |         | Assistant Planner |         | Intern III |         | TOTAL |          |
|--------------------------|--------------|---------|---------------------|----------|-------------------|---------|-------------------|---------|------------|---------|-------|----------|
|                          | Hrs.         | Cost    | Hrs.                | Cost     | Hrs.              | Cost    | Hrs.              | Cost    | Hrs.       | Cost    | Hrs.  | Cost     |
| 1. Commission Engagement | 4            | \$310   | 40                  | \$2,368  | 12                | \$480   | 0                 | \$0     | 0          | \$0     | 56    | \$3,158  |
| 2. Background Research   | 4            | \$310   | 16                  | \$947    | 20                | \$800   | 0                 | \$0     | 14         | \$241   | 54    | \$2,298  |
| 3. CZLUP                 | 4            | \$310   | 16                  | \$947    | 20                | \$800   | 8                 | \$271   | 8          | \$138   | 56    | \$2,466  |
| 4. IP                    | 4            | \$310   | 16                  | \$947    | 20                | \$800   | 8                 | \$271   | 8          | \$138   | 56    | \$2,466  |
| 5. CEQA                  | 4            | \$310   | 16                  | \$947    | 0                 | \$0     | 0                 | \$0     | 0          | \$0     | 20    | \$1,257  |
| 6. Community Engagement  | 4            | \$310   | 40                  | \$2,368  | 40                | \$1,600 | 32                | \$1,084 | 15         | \$258   | 131   | \$5,620  |
| 7. Hearings              | 4            | \$310   | 40                  | \$2,368  | 40                | \$1,600 | 32                | \$1,084 | 15         | \$258   | 131   | \$5,620  |
| <b>Total</b>             | 28           | \$2,171 | 184                 | \$10,893 | 152               | \$6,082 | 80                | \$2,710 | 60         | \$1,033 | 504   | \$22,890 |

<sup>1</sup> Task names have been abbreviated in this table for presentation purpose. For full task names, please see the project description.

In addition to staff time, the City would contribute \$7,110 of in-kind support for workshop materials, document production, shipping, and indirect costs. **Table A3** provides an estimate of these costs.

**Table A3: In-Kind Supply/Material/Indirect Cost Estimate**

| Supply/Material                | Cost    |
|--------------------------------|---------|
| Postage and shipping           | \$500   |
| Document production            | \$1,000 |
| Workshop and hearing materials | \$3,500 |
| Indirect costs                 | \$2,110 |
| Total                          | \$7,110 |

#### External Consultant Contract Assumptions Summary

**Table A4** presents the City's estimate of contractor rates for staff positions that would likely work on this project.

**Table A4: Consultant Position and Rate Estimates**

| Title     | Possible Positions  | Rate  |
|-----------|---|-------|
| Director  | Project Director/Principal/Principal Engineer/Principal Biologist | \$175 |
| Manager   | Project Manager/Outreach Manager/Engineer                         | \$140 |
| Senior    | Senior Planner/Analyst/Engineer/Biologist                         | \$125 |
| Associate | Associate Planner/Engineer/Biologist                              | \$95  |
| Assistant | Assistant Planner/Biologist/GIS Analyst/Technical Editor          | \$85  |
| Admin.    | Administrative Assistant/Technician                               | \$65  |



**Table A5** presents the City's estimate of consultant hours by task for the project.

**Table A5: Consultant Time and Cost by Task Estimate**

| Task <sup>1</sup>        | Director |          | Manager |          | Senior |          | Associate |          | Assistant |          | Admin. |         | TOTAL   |           |
|--------------------------|----------|----------|---------|----------|--------|----------|-----------|----------|-----------|----------|--------|---------|---------|-----------|
|                          | Hrs      | Cost     | Hrs     | Cost     | Hrs    | Cost     | Hrs       | Cost     | Hrs       | Cost     | Hrs    | Cost    | Hours   | Cost      |
| 1. Commission Engagement | 4        | \$700    | 30      | \$4,200  | 24     | \$3,000  | 25        | \$2,375  | 8         | \$680    | 5      | \$325   | 96      | \$11,280  |
| 2. Background Research   | 24       | \$4,200  | 40      | \$5,600  | 80     | \$10,000 | 80        | \$7,600  | 80        | \$6,800  | 16     | \$1,040 | 320     | \$35,240  |
| 3. CZLUP                 | 16       | \$2,800  | 16      | \$2,240  | 56     | \$7,000  | 60        | \$5,700  | 40        | \$3,400  | 16     | \$1,040 | 204     | \$22,180  |
| 4. IP                    | 24       | \$4,200  | 40      | \$5,600  | 76     | \$9,500  | 120       | \$11,400 | 120       | \$10,200 | 40     | \$2,600 | 420     | \$43,500  |
| 5. CEQA                  | 16       | \$2,800  | 16      | \$2,240  | 32     | \$4,000  | 24        | \$2,280  | 24        | \$2,040  | 16     | \$1,040 | 128     | \$14,400  |
| 6. Community Engagement  | 16       | \$2,800  | 80      | \$11,200 | 16     | \$2,000  | 16        | \$1,520  | 16        | \$1,360  | 24     | \$1,560 | 168     | \$20,440  |
| 7. Hearings              | 16       | \$2,800  | 24      | \$3,360  | 28     | \$3,500  | 16        | \$1,520  | 0         | \$0      | 19.5   | \$1,268 | 103.5   | \$12,448  |
| Total                    | 116      | \$20,300 | 246     | \$34,440 | 312    | \$39,000 | 341       | \$32,395 | 288       | \$24,480 | 136.5  | \$8,873 | 1,439.5 | \$159,488 |

<sup>1</sup>Task names have been abbreviated in this table for presentation purpose. For full task names, please see the project description.

**RESOLUTION NO. 13- 056****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE  
AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION FOR  
GRANT FUNDS TO PREPARE AND SEEK CERTIFICATION OF A FULLY  
CERTIFIED LOCAL COASTAL PROGRAM (LCP) UNDER THE CALIFORNIA  
BUDGET ACT OF 2013****FINDINGS**

1. The Budget Act of 2013 provides an appropriation of \$1 million for Coastal Commission grants in FY 13-14 to local governments to support Local Coastal Program (LCP) planning.
2. The California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a competitive grant program to provide such financial assistance for LCP planning.
3. The goal of the grant program is to develop new or updated LCPs in conformance with the California Coastal Act and to reflect current circumstances and new scientific information, including new understandings and concern for the effects of climate change.
4. Grant proposals submitted under this grant program must complete land use plan and/or zoning work to either achieve submittal for certification of a Local Coastal Program (LCP) or an Area of Deferred Certification (ADC) or of an LCP Amendment to significantly update a certified LCP or LCP segments, including with special emphasis on effects of climate change and sea-level rise.
5. The City of Pacific Grove has a certified LCP Land Use Plan (LUP), but does not yet have a certified LCP Implementation Plan (IP).
6. The City of Pacific Grove desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to update the LUP and to complete the IP to enable the City to assume permit issuing authority within the Coastal Zone.
7. The City of Pacific Grove commits to and agrees to fully support a planning effort intended to complete a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with the Coastal Commission staff.

8. This action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA), CEQA Guideline Section 15378, as the submittal of a grant application is an administrative activity that will not cause a physical change to the environment.

**NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:**

SECTION 1. Adopts the foregoing recitals as findings of the City Council.

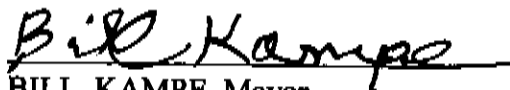
SECTION 2. Approves the filing of an application by the City of Pacific Grove for the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of \$145,760 to fund the update and completion of an effectively certified LCP.

SECTION 3. Authorizes the City Manager of the City of Pacific Grove to execute, in the name of the City of Pacific Grove all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application and any project approved through approval of the grant application.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE THIS 20<sup>th</sup> day of November 2013, by the following vote:

AYES: Mayor Kampe & Councilmembers Cohen, Cuneo, Fischer, Huitt, Lucius, & Miller  
NOES: None  
ABSENT: None

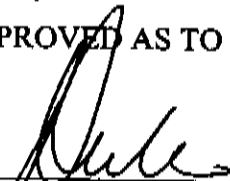
APPROVED:

  
BILL KAMPE, Mayor

ATTEST:

  
\_\_\_\_\_  
DAVID CONCEPCION, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DAVID C. LAREDO, City Attorney



**AIA Monterey Bay**  
A Chapter of The American Institute of Architects

November 16, 2013

City of Pacific Grove  
Attention: Lynn Burgess, Advance Planning Program Manager  
300 Forest Avenue  
Pacific Grove, CA 93950

Dear Ms. Burgess:

The Chapter of the American Institute of Architects Monterey Bay is pleased to support the City of Pacific Grove's application for a Local Coastal Program (LCP) Planning Grant to complete the City's LCP and to achieve full LCP certification under the Coastal Act.

Pacific Grove has a certified Land Use Plan (1991), but not an Implementation Plan. The goal of Pacific Grove's LCP Update is an efficient and consistent coastal zone development review process administered by the City that promotes sustainable development, coastal access, and conservation of coastal resources, consistent with the California Coastal Commission's priorities and the City's General Plan. The project's primary objective is to provide a certified LCP Implementation Plan (coastal zoning regulations), which will result in an effectively certified Local Coastal Program. Additional objectives that support this effort include an updated technical understanding of the City's coastal zone resources (biologic, built, coastal access, etc.), with an emphasis on vulnerability to climate change and sea level rise; an updated certified LCP Land Use Plan; and improved coordination with local, regional, and state coastal stakeholders. With grant funding, the City could obtain full LCP certification by spring 2016.

Our organization strongly supports the City's LCP Planning Grant application and looks forward to further involvement throughout the planning process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel R. Curran".

Daniel R. Curran, AIA  
President of the Chapter: "The American Institute of Architects Monterey Bay"



November 15, 2013

City of Pacific Grove  
Attention: Lynn Burgess, Advance Planning Program Manager  
300 Forest Avenue  
Pacific Grove, CA 93950

Dear Ms. Burgess:

ARAMARK, operator of Asilomar, A Unit of California State Park's is pleased to support the City of Pacific Grove's application for a Local Coastal Program (LCP) Planning Grant to complete the City's LCP and to achieve full LCP certification under the Coastal Act.

Pacific Grove has a certified Land Use Plan (1991), but not an Implementation Plan. The goal of Pacific Grove's LCP Update is an efficient and consistent coastal zone development review process administered by the City that promotes sustainable development, coastal access, and conservation of coastal resources, consistent with the California Coastal Commission's priorities and the City's General Plan. The project's primary objective is to provide a certified LCP Implementation Plan (coastal zoning regulations), which will result in an effectively certified Local Coastal Program. Additional objectives that support this effort include an updated technical understanding of the City's coastal zone resources (biologic, built, coastal access, etc.), with an emphasis on vulnerability to climate change and sea level rise; an updated certified LCP Land Use Plan; and improved coordination with local, regional, and state coastal stakeholders. With grant funding, the City could obtain full LCP certification by spring 2016.

Our organization strongly supports the City's LCP Planning Grant application and looks forward to further involvement throughout the planning process.

Sincerely,

Mairead Hennessy

District Manager

ARAMARK/Asilomar Conference Grounds



POST OFFICE BOX 167  
PACIFIC GROVE, CALIFORNIA 93950  
831-373-3304 • FAX 831-373-3317  
WWW.PACIFICGROVE.ORG

November 19, 2013

City of Pacific Grove  
Attention: Lynn Burgess, Advance Planning Program Manager  
300 Forest Avenue  
Pacific Grove, CA 93950

Dear Ms. Burgess:

The Pacific Grove Chamber of Commerce is pleased to support the City of Pacific Grove's application for a Local Coastal Program (LCP) Planning Grant to complete the City's LCP and to achieve full LCP certification under the Coastal Act.

Pacific Grove has a certified Land Use Plan (1991), but not an Implementation Plan. The goal of Pacific Grove's LCP Update is an efficient and consistent coastal zone development review process administered by the City that promotes sustainable development, coastal access, and conservation of coastal resources, consistent with the California Coastal Commission's priorities and the City's General Plan. The project's primary objective is to provide a certified LCP Implementation Plan (coastal zoning regulations), which will result in an effectively certified Local Coastal Program. Additional objectives that support this effort include an updated technical understanding of the City's coastal zone resources (biologic, built, coastal access, etc.), with an emphasis on vulnerability to climate change and sea level rise; an updated certified LCP Land Use Plan; and improved coordination with local, regional, and state coastal stakeholders. With grant funding, the City could obtain full LCP certification by spring 2016.

Our organization strongly supports the City's LCP Planning Grant application and looks forward to further involvement throughout the planning process.

Sincerely,

A handwritten signature in black ink, appearing to read "M Ammar", with a stylized flourish at the end.

Moe Ammar  
President, Pacific Grove Chamber of Commerce





City of Pacific Grove

Attention: Lynn Burgess, Advance Planning Program Manager

300 Forest Avenue

Pacific Grove, CA 93950

Dear Ms. Burgess:

Save Our Shores is pleased to support the City of Pacific Grove's application for a Local Coastal Program (LCP) Planning Grant to complete the City's LCP and to achieve full LCP certification under the Coastal Act.

Pacific Grove has a certified Land Use Plan (1991), but not an Implementation Plan. The goal of Pacific Grove's LCP Update is an efficient and consistent coastal zone development review process administered by the City that promotes sustainable development, coastal access, and conservation of coastal resources, consistent with the California Coastal Commission's priorities and the City's General Plan. The project's primary objective is to provide a certified LCP Implementation Plan (coastal zoning regulations), which will result in an effectively certified Local Coastal Program. Additional objectives that support this effort include an updated technical understanding of the City's coastal zone resources (biologic, built, coastal access, etc.), with an emphasis on vulnerability to climate change and sea level rise; an updated certified LCP Land Use Plan; and improved coordination with local, regional, and state coastal stakeholders. With grant funding, the City could obtain full LCP certification by spring 2016.

Save Our Shores works with the local communities in the Monterey Bay region, including Pacific Grove, to confront threats to healthy oceans and communities. Currently our focus is on marine debris, we believe climate change is a major threat that requires advance planning and preparation. As such, we are pleased that Pacific Grove is taking a leadership role to secure a formal LCP and get out ahead of this problem.

Our organization strongly supports the City's LCP Planning Grant application and looks forward to further involvement throughout the planning process.

Sincerely,



Margaret Collins

Board Chair, Save Our Shores

345 Lake Ave, Ste. A Santa Cruz, CA 95062

[www.SaveOurShores.org](http://www.SaveOurShores.org)



20 November 2013

City of Pacific Grove

Attention: Lynn Burgess, Advance Planning Program Manager  
300 Forest Avenue, Pacific Grove, CA 93950

Dear Ms. Burgess:

Sustainable Pacific Grove (SPG) supports the City of Pacific Grove's application for a Local Coastal Program (LCP) Planning Grant to complete the City's LCP and to achieve full LCP certification under the Coastal Act.

Pacific Grove has a certified Land Use Plan (1991), but not an Implementation Plan. The goal of Pacific Grove's LCP Update is an efficient and consistent process for reviewing any potential coastal zone development. The project's primary objective is to provide a certified LCP Implementation Plan (coastal zoning regulations), required for a certified Local Coastal Program. The City has stated that the foremost goal of the LCP is to promote sustainable development, coastal access, and conservation of coastal assets, consistent with the California Coastal Commission's priorities.

Additional objectives underlying this effort include an updated technical understanding of the City's coastal zone assets (biological, built, coastal access, etc.), with an emphasis on vulnerability to climate change and sea level rise; an updated certified LCP Land Use Plan; and improved coordination with local, regional, and state coastal stakeholders. We applaud the new focus on climate change, including not only local vulnerabilities, but the effects of local actions on our global life-support system.

SPG counts on this process being administered by the City to allow only truly sustainable development. It is a central principle of SPG that development, to qualify as sustainable, must be strictly limited to replacement of existing development with alternatives that consume less energy and water, create less traffic, or otherwise reduce negative impacts on residents, local natural assets, and the Earth's climate. We expect an LCP that contains guidelines consistent with such criteria. Because Pacific Grove is essentially built out, almost any further development will naturally fall on already developed sites.

With the above in mind, SPG supports the City's LCP Planning Grant application and looks forward to substantive involvement throughout the planning process.

Sincerely,

Vicki Pearse

Sustainable Pacific Grove, co-chair





*Surfrider Foundation Monterey Chapter*  
319 Forest Ave. Pacific Grove, CA 93950

City of Pacific Grove  
Attention: Lynn Burgess, Advance Planning Program Manager  
300 Forest Avenue  
Pacific Grove, CA 93950

11/20/13

Dear Ms. Burgess:

The Monterey Chapter of the Surfrider Foundation is pleased to support the City of Pacific Grove's application for a Local Coastal Program (LCP) Planning Grant to complete the City's LCP and to achieve full LCP certification under the Coastal Act.

Pacific Grove has a certified Land Use Plan (1991), but not an Implementation Plan. The goal of Pacific Grove's LCP Update is an efficient and consistent coastal zone development review process administered by the City that promotes sustainable development, coastal access, and conservation of coastal resources, consistent with the California Coastal Commission's priorities and the City's General Plan. The project's primary objective is to provide a certified LCP Implementation Plan (coastal zoning regulations), which will result in an effectively certified Local Coastal Program. Additional objectives that support this effort include an updated technical understanding of the City's coastal zone resources (biologic, built, coastal access, etc.), with an emphasis on vulnerability to climate change and sea level rise; an updated certified LCP Land Use Plan; and improved coordination with local, regional, and state coastal stakeholders. With grant funding, the City could obtain full LCP certification by spring 2016.

It is in the best interest of our local community to regulate and approve of our City's own development. The Surfrider Foundation's Monterey Chapter, having a keen interest in such LCP issues as development projects and climate impacts, strongly supports the City's LCP Planning Grant application and looks forward to further involvement throughout the planning process.

Sincerely,

Ximena Waissbluth, Education Coordinator  
Surfrider Foundation Monterey Chapter

*The Surfrider Foundation is a non-profit grassroots organization dedicated to the protection and preservation of our world's oceans, waves and beaches. Founded in 1984 the Surfrider Foundation now maintains over 50,000 members and 90 chapters across the United States and Puerto Rico, with international affiliates in Australia, Europe, Japan and Brazil. For more information on how to join the Surfrider Foundation, visit us at [www.surfrider.org](http://www.surfrider.org) <<http://www.surfrider.org>>.*